



Learning Together, Learning for Life



School Prospectus

www.reed.herts.sch.uk

Reed First School
Jackson's Lane
Reed
Hertfordshire
SG8 8AB
Telephone: 01763 848304
Email: admin@reed.herts.sch.uk

A warm welcome

On behalf of everyone at Reed First School, I would like to extend a very warm welcome to our school.

We pride ourselves on the family feel our school offers – it is a happy place where the whole community works together to see enthusiastic and motivated learners. We look to provide the very best foundation for the growth and development of your child during their time at our school.

We work hard to provide all children with a broad and balanced, high quality education so that they can achieve their potential in every aspect of school life. The support of parents and carers and our relationship with them is much valued and we embrace any help offered in school, either on a regular or occasional basis.

This prospectus is to give you a short introduction and tell you more about us. Further information can be found on www.reed.herts.sch.uk

Vicky Wittich
(Headteacher)



Our moto

Learning together, Learning for Life

Our core values

- Independence
- Resilience
- Respect
- Aspiration

Our Vision

We aim to be an inclusive school, a place where families are welcomed and involved as part of our community. Our children's experiences are memorable and take into account their individual needs, interests and aspirations. Staff encourage and model growing minds and celebrate those who independently seek challenge and show resilience as part of the learning journey. Pupils will become confident life-long learners who leave us ready for the next stage of their learning for life and a respect for everyone's future.



We achieve our vision through:

- A happy, welcoming and safe environment
- Engaging indoor and outdoor spaces
- Active and inspiring learning
- Teaching a skills based curriculum
- Opportunities which are rich and varied
- Recognising each member of our school as an individual
- High aspirations for all pupils
- Therapeutic support and nurture
- Demonstrating pro-social behaviours
- Working in partnership with parents, governors and the wider community

A village school



Reed First School can be found nestled in the centre of the village of Reed, surrounded by farmland and a few residential dwellings.



We are lucky to have so many open spaces to enjoy and learn; both in our grounds and around the village.

Organisation of Classes

Reed First School is part of the Hertfordshire County Council Education Authority and caters for boys and girls between the ages of 3 and 9 years old. We have 3 classes taught in mixed ages. You will find an up to date list of staff at our school on the school website.

Our classes are arranged as follows:
Early Years Foundation Stage – Nursery and Reception
Key Stage 1 – Year 1 & 2
Key Stage 2 – Year 3 & 4



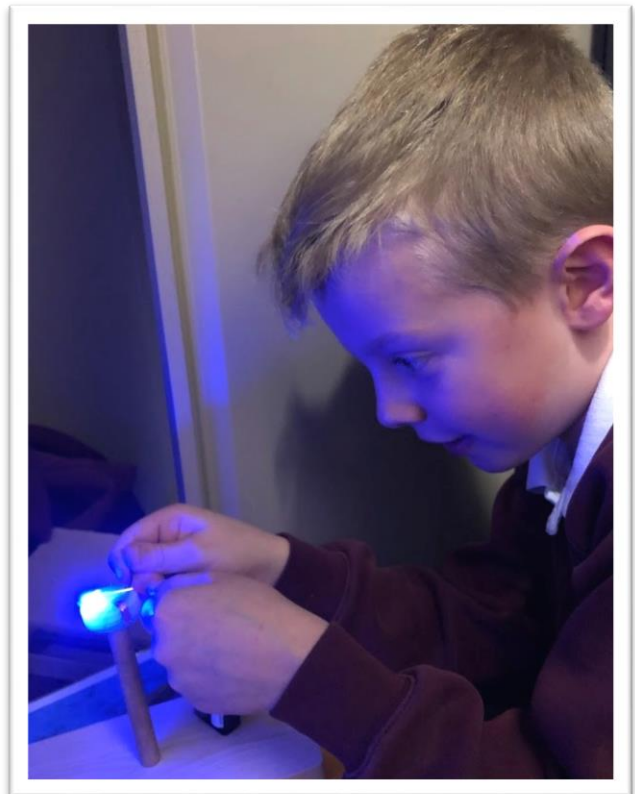
Curriculum

Reed First School offers a broad and balanced curriculum that builds on the knowledge, understanding and skills of all of our children. This includes a wide range of experiences unique to our school. We also provide workshops and visits for all year groups; including residential trips for our Key Stage 2 children.

The curriculum incorporates the statutory requirements of the National Curriculum and other experiences and opportunities which best meet the learning and developmental needs of the pupils in our school. Our curriculum is arranged over a two-year cycle to ensure curriculum coverage in our mixed age classes while the focus of teaching subject skills builds year on year.

The aim of our curriculum is for pupils to have the skills to be resilient, independent and aspirational learners in readiness for their next stage of education.

Further details of our intent, implementation and impact of our curriculum can be found on our website.



Before and After School Club

The school also provides wrap around care for before and after school.

Early Birds is open daily from 8am in the school hall. Night Owls runs from 3.15 – 5.15pm every day and the children are provided with a drink, fruit and biscuit. The session provides a variety of fun and games for everyone. Both clubs are for up to 16 children. For more information regarding booking and cost, please see the wrap around care page on our website.

School Hours

8.00am	The school opens for Early Birds
8.40am	The school gates are opened
8.45am	Bell rung & early work begins
9.00am	Register taken
10.20am – 10.40am	Break time KS1 and 2
12 noon	Lunch
1.00pm	Register taken
2.50pm / 2.45pm	Assembly / Friday Celebration
3.15pm	School ends
4.15pm	After school clubs finish
5.15pm	Night Owls finish & school closes

Classrooms and learning areas



Our classrooms are light and airy and are well resourced, interactive and inviting. They showcase and celebrate the learning taking place and support the development of skills and understanding across the curriculum. They are arranged to encourage independent learning and resilience. Opportunities for creativity are seen in each class in a role play area. All classrooms have their own toilet facilities and safe access to our expansive outdoor areas. Learning often happens outside making use of our outdoor classroom, gardening and wildlife areas and large field. All classrooms have an interactive whiteboard and a wide range of resources. Our children have access to Chromebooks to enhance their learning.

When visiting school

All parents and visitors are requested to sign in at reception once they have gained access to the school through the front reception entrance.

Parking

There is no parking on site, but there is plenty of space on the adjacent road (Jackson's Lane). Please only park on the pavement side of the road and keep the area in front school clear to respect our neighbours and keep pedestrians safe.

Collecting children

At the end of the school day at 3.15pm, the gate is opened and parents collect their child(ren) from the relevant classroom door, this offers a lovely opportunity for teachers and parents to make contact if needed and for children to share their learning in their classroom if they would like to.

We must insist that pets are not brought on to the premises, scooters and bicycles can be brought onto the premises providing they are not ridden on the site and are stored in the designated area.

Admissions Procedure

Reed First School follows the guidance of Hertfordshire County Council Admissions Policy.

For children starting at the commencement of the reception age group the criteria used is: Priority is given to those children looked after by the local authority; children with a particular medical or social need; children who currently have a sibling on roll at Reed First School; children living closest to school. This distance is measured along a straight line between a home address and Reed First School.

For children seeking to join the school after the commencement of the Reception class.

Please contact Hertfordshire County Council to instigate an 'In Year Admission', they will allocate a place at Reed First School subject to there being a space.

Access to documents

Relevant documents relating to school policies are available on request from the School Office and are available on the website



Uniform

We expect all children to wear uniform, details of which are listed below:

BOYS

White polo shirt
Reed School maroon sweatshirt
Grey trousers or shorts
Grey socks, and black shoes

GIRLS

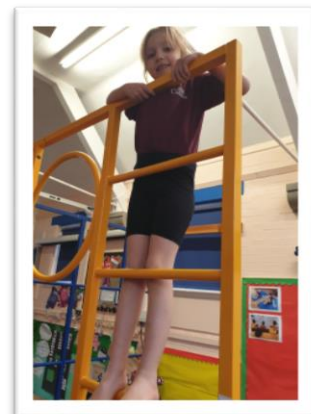
White polo shirt
Reed School maroon sweatshirt or cardigan
Grey skirts, skorts, pinafores or trousers
Pink checked dress in summer
'Sensible' low black shoes



Hair longer than shoulder length, should be tied back with plain brown, black or maroon hair bands or clips.

PE

Reed School maroon PE T-shirt
Reed School maroon hoodie
Black shorts / cycling shorts (logo free)
Plain black tracksuit bottoms or leggings (logo free)
Trainers and a spare pair of socks
PE uniform should be kept in a Reed School drawstring bag or ruck-sack.



Swimming (Year 1 onwards)

Swimwear, swimming cap and towel (in Reed First School drawstring bag)

All children will need the following:

- A Reed School book bag or ruck-sack
- A sunhat
- Wellingtons / outdoor boots
- Waterproof coat for wet weather – Reed First School waterproof fleece coats are available



Please ensure that ALL articles of clothing are named.

Book bags, drawstring bags, rucksacks and water bottles are available from the school office.

Reed School jumpers, cardigans, PE T-shirts, hoodies and fleece waterproof coats can be purchased from:

Kids Connection
Unit 1A, Great Northern Works
Hartham Lane
Hertford, SG14 1QW
01992 587466
store@kidsconnection.co.uk
www.kidsconnection.co.uk

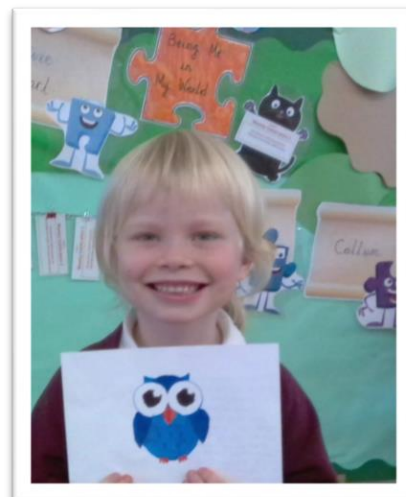


Pupil property

The wearing of loose jewellery is not permitted, on grounds of health and safety. This includes rings, bracelets and necklaces. If ears are pierced, small plain studs must be worn. If earrings cannot be removed by the child themselves, ears will need to be taped for PE or taken out for the day before coming to school. Watches may be worn although there are clocks in every room. Fit bits should not be brought to school, we ensure that all of our pupils are active and believe they shouldn't need to count their steps to know that they are healthy. Pupils must not bring any amount of money or valuable items to school.

School Assemblies

Every day except Tuesday, we have a whole school assembly in the afternoon, the subject of which link to our personal, social and health education and school values. We also enjoy music and singing; and welcome visitors. On a Friday we hold a celebration assembly, where parents and carers are welcome to attend. These assemblies are also streamed live for those parents who can't make the assembly.



Pastoral Care

The staff all take responsibility for the welfare of all the pupils in their care. At lunchtime there are Midday Supervisory Assistants who look after the children. Our personal, social and health education and values ensure the pupils are able to share



their feelings. We have worry monster interactive displays in every classroom to enable the children to share how they are feeling and flag any concerns or worries they may have. We also promote the use of 5 ways to wellbeing to enable the children to know how to maintain good mental health. Every child also has a trusted 5 of adults at school and home who they know they can talk to about anything.

Mrs Wittich is our Mental Health lead and Mrs Rozier is our Deputy Mental Health lead.

We also make impactful use of pupil voice through surveys and talking groups with our School Council taking the lead.

The school works, as necessary, with other agencies regarding the best interests of pupils and co-operates closely as the need arises with Education Welfare Officers, Social Workers, School Medical and Psychological Services.

Equal Opportunities

Our school values the individuality of all of our children. We are committed to giving all our children every opportunity to achieve the highest of standards. We do this by taking account of pupils' varied experiences and needs. We offer a broad and balanced curriculum, and have high expectations of all children. The achievements, attitudes and well-being of all our children matter.

This Equal Opportunities Policy extends to adults: staff, parents and carers. Our full policy can be found on our website.

Illness and Medicines

In the event of illness during the school day, the school will inform parents using the contact numbers provided on the Data collection sheet. We do ask that if children have suffered vomiting or stomach upsets that are infectious, they are to remain off school for 48 hours after the incident. This helps prevent infection and keeps other children and staff healthy.

Children are not allowed to bring tablets or medicines to school. Any medication must be brought onto and taken off site by the child's parent or carer. All requests for school to administer medication should be directed to the school office, where parents will be asked to complete necessary forms.

Medical and Welfare Checks

The Royston, Stevenage and North Herts School Nursing Team make regular visits to the school to organise eyesight, hearing, height and weight checks as well as dental hygiene talks. Parents are informed about these visits in advance.

Attendance and Punctuality

It is of the utmost importance that your child's progress in school is not hampered by poor punctuality or inconsistent attendance. Parents are asked to contact school via telephone or email on the first day of an absence caused by illness. Unexplained absences are classified as unauthorised. If contact has not been made by close of register, the school will contact parents or carers. Children who attend school regularly and arrive on time have a more settled school life leading to better progress and attainment. The Headteacher is unable to authorise absences for holidays or day trips during term time. Absence during term time is only authorised in exceptional circumstances and you must complete a request form from the school office and submit this 2 weeks prior to the requested leave. Families should understand that requests for holiday absence is not considered an exceptional circumstance.

Pupil behaviour

Reed First School children are exceptionally well behaved and develop a love of learning and an excellent attitude towards their learning. At Reed First School we follow a therapeutic approach to behaviour management which has been inspired by the Step On training we received from Hertfordshire Steps in the academic year 2021-2022 after our Headteacher became a STEPS trainer. Our central purpose is concerned with children's learning and their overall well-being in order to achieve their best through self-regulation.

Experiences outside school have a huge influence on children's behaviour and the school seeks full partnership with parents in providing support at all times.

Our full behaviour policy can be found on our website which will explain in full our rewards and sanctions.

We also ask parents and children to agree to our 'Home School Agreement' which sets out what is expected of the pupils, parents and school.

Home/School Links

At Reed First School we aim to keep all parents fully informed about school activities and on the progress of their children. A newsletter containing information about school and community events is sent home on a monthly basis. The website is kept up to date and additional information is sent home on the Parentmail platform. We also make regular use of Google Classroom to post news, pictures and learning tasks for each class which parents have access to.

Every child has a home-school communication book which is used to record home learning and messages between school and home. The book should be used daily in school and at home by teachers, parents or carers and where appropriate the children.

Open evenings for parents of all pupils in school are held during the school year. Parent consultations take place in the autumn and spring terms. A written report is sent to parents in July.



Home Learning

Home learning is set for all of our children. The school has a Home Learning Policy which can be found on the website.

School Meals

All children in school are able to enjoy a freshly cooked meal at lunchtime, which include hot or cold options. The meals should be paid for in advance on the Parentmail payment platform. Some families may be eligible for free school meals, details are available on the [Hertfordshire County Website](#)

All pupils in reception, year 1 and year 2 are eligible for a Universal Free School Meal. Some children bring a packed lunch from home.



Special Educational Needs (SEN)

All children are valued, respected and welcomed to the school whatever their additional educational need. We will support their learning and ensure they are fully included in all school activities, making full use of externally provided facilities where appropriate.

It is the Governors' duty to ensure that the necessary provision is made for any pupil with special educational needs. The School has a SENCo who liaises with parents, extended services and other agencies.

Transition to Middle School

The year 4 pupils who move on from Reed First School at the end of the summer term transition to schools such as Edwinstree Middle School, Ralph Sadleir or King James Academy Royston.

There are opportunities to visit the schools during Open Days and we all adhere to the same transition day in July.

Child Protection

Designated Safeguarding Officer: Mrs Vicky Wittich

Deputy Designated Safeguarding Officer: Mrs Helen Tansley

Designated Safeguarding Governor: Mrs Shelley Ward

The school has clearly defined responsibilities in relation to child protection and is particularly vigilant over child protection procedures when recruiting new staff.

Complaints Procedure

Parents who may have any concerns should initially speak to their child's class teacher. If the matter requires further involvement, the class teacher will speak to the Headteacher.

If the matter remains unsolved, parents can find our complaints policy on the school website.

Charging and Remissions Policy

School governing bodies and local authorities, subject to the limited exceptions, cannot charge for education provided during school hours including the supply of any materials, books, instruments or other equipment. However, voluntary contributions can be asked for in order to provide the best quality of education possible. It is important to note that no child will be excluded from an activity simply because his or her parents are unwilling or unable to pay. If insufficient voluntary contributions are raised to fund a visit, or the school cannot fund it from some other source, then it must be cancelled. Our policy which clearly sets out the types of activity that can be charged for and when charges will be made can be found on our website.

Friends of Reed School (FoRS)

Our hard working PTA is vital to the wellbeing of the Reed First School. FoRS raises money from a variety of activities and resources during the school year. The money raised in the past has gone towards the purchase of resources such as: iPads, class

visualisers and outdoor equipment, coach costs and workshops. All parents and friends are welcome to attend meetings and events; your involvement is greatly appreciated. FoRS meet regularly and always welcome new members.

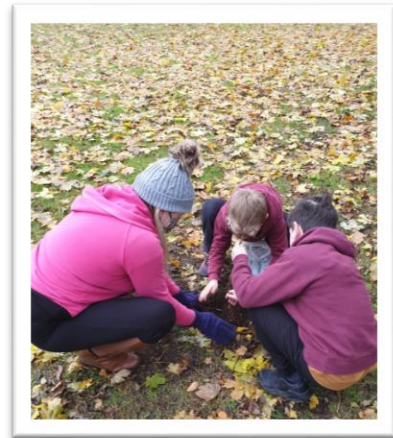
Governing Body

Our Governing Body is composed of a group of committed individuals who ensure clarity of vision, ethos and strategic direction for the school. They come in to help too!

Chair of Governors: Mrs Shelley Ward

Vice-Chair of Governors: Mr Alan Blower

A full list of school Governors can be found on the school website.



We look forward to welcoming you to our school.

